

Sunday Study Group Questions

Uniformed Personnel Request for Changes in Chart Days – Operations Order 2012-04

Department Message 2019-1912 – Bereavement Leave, Code PMD10

1. Death in the family leave is not to exceed (4) paid work days.
 - A. True
 - B. False

2. A request for authorized leave (DS 1005) does not have to be completed when a department employee is requesting DIF?
 - A. True
 - B. False

3. A copy of the death certificate is permissible when an employee is submitting proof for DIF?
 - A. True
 - B. False

4. If (2) or more deaths occur within a four day absence, the new four day absence will run concurrently (simultaneously) with the first ?
 - A. True
 - B. False

5. S/W Jones grandmother passed away, she does not live him and S/W Jones is requesting DIF. Is S/W Jones eligible for DIF coverage?
 - A. True
 - B. False

6. S/W Johnson's father in law passed away and is a resident in the same household as S/W Johnson. Is he eligible for DIF coverage?
 - A. True
 - B. False

7. S/W James submits a DS 1005, and is requesting a chart change from Wednesday 4/10/19 to Saturday 4/13/19 for a wedding with the invitation attached. S/W James leave balances are as follows: Non-Flsa – 16 Hours, 8 hours of Holiday Comp. Is S/W James entitled to a chart change?
 - A. No
 - B. Yes

8. Approved chart changes will be documented in which log by the district and or unit supervisor?
 - A. DS 1005 Log AKA District Red Book
 - B. DS 1426 Absence & Lateness Log
 - C. DS 939 Chart Cancellation Roster

D. DS 1657 Daily Blotter

9. When a chart change is approved, the payroll assigned district officer must manually update Citytime to reflect said changes in SMART.
- A. True
 - B. False
10. S/W Nodumping is currently out long term sick for shoulder surgery, he notifies his district that his mother in law passed away and the funeral arrangement have been scheduled for 4/15-4/18. S/W Nodumping ask Supv. Nostars if he is eligible for DIF while out long term sick. What should Supv. Nostars do?
- A. Tell S/W Nodumping to call his 831 shop steward
 - B. Tell S/W Nodumping his is not eligible for DIF.
 - C. Supv. Nostars should notify S/W no dumping that he eligible for DIF as long as he fills out a DS 1005 with an original death certificate attached. Supv. Nostars must also fill out a DS 100.
 - D. None of the above.

Answer Key

- 1. A
- 2. B
- 3. B
- 4. A
- 5. B
- 6. A
- 7. A
- 8. B
- 9. B
- 10. C